

PUBLIC WORKS OPERATOR

Position Title: Public Works Operator

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: Public Works Director

Pay Range: 5 **FLSA Status:** Non-exempt

APPROVED:	April 5, 2000
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Purpose

Performs non-supervisory manual, semi-skilled and skilled work with responsibility to maintain City streets, sidewalks, boulevards, parks, buildings and other City properties, and storm and sanitary sewer systems. Performs preventive maintenance and operator-level repair on Public Works equipment. (Employees may be assigned primary responsibilities in one or more of the above areas. All employees are hired as Public Works Operators and are expected to be fully cross-trained in all Public Works functions.)

Organizational Relationships

Reports to Public Works Superintendent and Public Works Working Foreman

Communicates with: *Internally* - other Public Works and City employees, Municipal Utility employees, Wastewater Treatment employees, Fire and Police Departments; *Externally* - Contractors, utility companies, suppliers, area businesses and the general public.

Supervises: None

Provides work direction to: part-time employees on job sites.

ESSENTIAL FUNCTIONS

Perform winter maintenance on streets/sidewalks/parking lots by plowing and removing snow with equipment such as dump truck, loader, blade or blower; sand streets and sidewalks as necessary; and remove snow from hockey rinks.

Perform summer maintenance on streets by sweeping sand and debris, patching and filling holes and painting curbs/arrows/crosswalks/lots and curbs/sidewalks; remove and replace damaged concrete and lay out new concrete; and make repairs with various materials.

Maintain City signs by repairing or replacing; set up and monitor school crossing lights; and keep logbook of materials used.

Perform maintenance on sanitary and storm sewer systems by cleaning through use of equipment such as rodder, jetter and air conveyance; repair and rebuild manholes, catch basins and flow lines; and informally recommend to supervisor need for extra cleaning or televising.

Maintain fire hydrants through inspection and repair; coordinate various tests and repairs with MUC and Fire Marshal; and update maps for location and direction of flow lines, size of sewer and water lines, and right-of-way distances.

Perform maintenance on parks by mowing and trimming grass, spraying weeds, seeding and sodding; maintain soccer, softball, baseball and football fields including laying out new fields; maintain tennis courts; and groom sand on City beach and maintain beach equipment.

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ESSENTIAL FUNCTIONS (continued)

Maintain ice rinks and ski trails: set up and maintain hockey rinks by removing snow, flooding, maintaining light systems and repairing rink boards, nets and chain link fence; and set tracks and groom cross-country ski trails.

Place and retrieve “thin ice” signs; maintain aeration pumps; and inspect and document daily.

Inspect and perform light maintenance on all machines, tools and equipment: change oil, mower blades, belts; and maintain snow removal equipment.

Maintain City’s trees through trimming, removals and new plantings; remove stumps and grind roots; remove debris from work site and haul to brush site; maintain brush site by burning pile and removing hot ashes; and maintain compost pile.

Maintain park equipment by inspecting, replacing and installing new park equipment; and maintain park shelters by cleaning bathrooms, painting, carpentry repairs and plumbing installation.

Deliver rentals; install, remove and repair beach equipment; set up band shell repairing/building; and install and maintain chain link fence.

Lay out and set up ice rink; and repair fencing, picnic tables and maintain equipment.

Maintain wading pool by repairing and painting; perform spring set up and fall draining; and inspect daily during season to add chemicals as necessary to comply with state guidelines.

Perform basic repair on buildings: work with plumbing, electric, repairing windows, doors and painting; and construct and/or remodel various City-owned buildings.

Put up and take down decorations such as holiday lights, flags, lights, banners and snowflakes for various City events.

Keep up-to-date on topics such as safety, loss control, hazardous materials through meetings, seminars and work shops.

Other Duties and Responsibilities

May respond to resident’s questions/complaints concerning work being done while at job site.

Answer phone, takes complaints, concerns and messages.

Perform other related duties as assigned by Working Foreman or Superintendent.

Required Knowledge, Skills and Abilities

Knowledge of practices, procedures, tools and equipment and materials used in the maintenance and repair of public works.

Knowledge of MnDOT traffic control procedures; and City’s superstructure and infrastructure.

Knowledge of utility locates (gas, power, phone, television, water).

Knowledge of chemicals used in pool operation and weed spraying.

Knowledge of OSHA rules and standards and ability to apply them to daily tasks.

Knowledge of City building codes, ordinances and traffic laws.

Knowledge of City Safety Policies and procedures and ability to apply them to daily tasks.

Ability to perform concrete work (forming, pouring and finishing).

Ability to perform basic first aid, CPR and bucket rescue.

Ability to understand city maps and blueprints.

Required Knowledge, Skills and Abilities (continued)

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Ability to read and understand instructions.

Ability to work independently and as a member of a team without constant direct supervision.

Ability to perform work requiring considerable physical effort including climbing and working at heights up to 60 feet; and to enter and work in confined spaces.

Skill to operate and maintain a variety of equipment including, dump trucks and plow, loader, blade, bobcat, Ariel bucket truck, air compressor, tractors, mowers, sewer jetter and rodder.

Skill to operate air conveyance, roller, hot mix box, chain saws, steamer and backhoe.

Skill in using gas monitoring equipment, skill saws, pickups, drills, cutting torch, hammer drills, saws-all, grinder and tamper.

Machines, tools and equipment used: table saw, radial arm saw, shovels, and rakes, sand pro., telephone, copy machine, welder, drill press, jacks and overhead hoist.

MINIMUM QUALIFICATIONS

High school degree and two years of related experience. Class A commercial driver's license.

Ability to obtain weed spraying license, CPO (Certified Pool Operator) designation and attend safety training.

Working Conditions

Majority of time is spent outdoors performing work and some time indoors with some tasks carried out in confined spaces or at various heights. Regularly uses fine motor skills to coordinate eyes, hands and feet for the operation of a variety of public works tools, machines or equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging and lifting. All vision abilities and senses, with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, temperature extremes, vibrations, infectious diseases, dust and smoke, and noise can be occasional to frequent. Must be able to work in traffic situations.